

SENIOR EDUCATION SPECIALIST

DEFINITION: Under general directions, performs educational administrative and supervisory duties of considerable difficulty; provide expertise in the development of educational systems; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Performs administrative support and supervisory duties in assisting with formulating, planning, implementing, directing, and enforcing policies and procedures directed toward the program's overall goals and objectives in developing and establishing educational systems; plans, schedules and coordinates research, surveys, studies, assessment, and related activities to determine the present and future educational needs of the Navajo people; assists with present and long range planning; provides information, technical assistance, and expertise to chapters, communities concerned with education.

Interprets policies, procedures, rules, regulations, and directives to program staff; provides for the maintenance of materials, supplies, equipment, facilities and the internal inventory and physical control of records, research, surveys, studies, and related data and materials; serves as a resource person and advocate of education; studies, examines, evaluates, and determines the education potential and resources of the Navajo Nation; plans, establishes, and implements the delivery of specialized educational programs and services and evaluates their effectiveness.

Seeks, solicits, and secures private and federal funding for educational programs and services by negotiating with high level professionals; plans, schedules and coordinates in-service training and orientation; may direct the preparation of budgets and reports; may control budget expenditures; supervises and assigns tasks to staff; establishes and maintains contact and liaison with local, state, federal and private agencies and organizations concerned with education; identifies problem areas and recommends alternatives and modifications; attends conferences, seminars, workshops, staff meetings; keeps abreast of educational developments, legislation, and trends.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of advanced educational concepts, principles, theories and administration.

Knowledge of the practical application of educational concepts to existing educational systems, programs and services.

Knowledge of the educational needs of the Navajo people.

Knowledge of the Navajo traditional customs.

Knowledge of the supervision and management.

Skill in analyzing data and drawing valid conclusions.

Skill in statistical manipulation.

Skill in researching and locating data.

Skill in proposal writing.

Skill in preparation of budgets.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves sedentary work in an office environment.

THE NAVAJO NATION

Class Code: 3671
Community Education and Counseling Series
General Education Group
Overtime Code: Exempt
Pay Grade: 66

SENIOR EDUCATION SPECIALIST

MINIMUM QUALIFICATIONS: A Bachelor's degree in Elementary, Secondary Education or related field; and four (4) years in the educational field including classroom teaching and supervisory responsibility; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.